

## Role Description

Role Details	
Title	Ranger, Local Body Services
Manager Title	Supervisor
Group	Regional Operations
Band	C
Date	August 2023

### Public Service

Ka mahitahi mātou o te ratonga tūmatanui hei painga mō ngā tāngata o Aotearoa

I āiane, ā, hei ngā rā ki tua hoki, he kawenga tino whitake tā mātou hei tautoko i te Karauna i runga i āna hononga ki a Ngāi Māori i raro i te Tiriti o Waitangi. Ka tautoko mātou i te kāwanatanga manapori. Ka whakakotahingia mātou e te wairua whakarato ki ō mātou hapori, ā, e arahina ana mātou e ngā mātāpono me ngā tikanga matua o te ratonga tūmatanui i roto i ā mātou mahi.

In the public service we work collectively to make a meaningful difference for New Zealanders now and in the future. We have an important role in supporting the Crown in its relationships with Māori under the Treaty of Waitangi. We support democratic government. We are unified by a spirit of service to our communities and guided by the core principles and values of the public service in our work.

### About DOC

The Department of Conservation *Te Papa Atawhai* (DOC) protects and sustains nature for current and future generations. Our purpose is to ensure that Papatūānuku thrives. We do this by:

- Protecting land, species, ecosystems, and cultural heritage for conservation purposes
- Managing threats and adverse impacts
- Being a voice for conservation
- Connecting people to nature

All New Zealanders have a role in keeping nature healthy. We partner with whānau, hapū and iwi and collaborate with commercial partners, NGOs, volunteers, and government agencies to improve conservation outcomes.

### Role purpose

The purpose of this role is to deliver vehicle, machinery, plant, telecommunications and road maintenance work, local body (water and waste), and infrastructure work at site.

## Key working relationships

Internal	External
Operations staff and managers	Concessionaires and other stakeholders Regional councils District councils Contractors Utility authorities and organisations Ministry of Health consultants and compliance officers

## General

Employees are required to respond to DOC's changing needs, performing other tasks as reasonably required.

DOC may make reasonable changes to the role in consultation with the role holder.

You are required to maintain a strict sense of personal ethics, maintain confidentiality and privacy, and abide by DOC's Code of Conduct.

## Accountabilities

Accountability	This includes....
Local body work	Undertaking or managing the maintenance and upgrade of building infrastructure, vehicle, machinery, plant, telecommunications, solid waste and/or roads Providing day to day field supervision of employees, volunteers or contractors as assigned on a job-by-job basis to achieve quality outputs Ensuring workshop(s) kept to a high standard meeting health and safety standards Undertaking building, plant or machinery or road inspections as required Participating in the road snow clearing programme as required Undertaking fire control or other emergency responses to meet the department's obligations when required Carrying out compliance and law enforcement work as required
Stakeholder and customer relationships	Building and maintaining effective stakeholder and customer relationships Working collaboratively with teams across DOC and contributing effectively to cross-functional teams

Accountability	This includes....
	<p>Building and maintaining effective relationships with key individuals and groups from relevant sectors and organisations</p> <p>Representing DOC and coordinate cross-agency initiatives within area of responsibility</p>
Work management and delivery	<p>Delivering on tasks as set out in work plans, performance expectations, and task assignments</p> <p>Take on responsibilities as required to help the team run effectively</p> <p>Identifying critical issues and risks and ensure they are constructively raised and addressed</p> <p>Managing knowledge and information to ensure it is secure, current, and appropriate access protocols are applied</p> <p>Taking all practical steps to ensure your own safety and the safety of others in the workplace</p>

Capabilities Required	
Specialist skills, knowledge, and qualifications	<p>Trade qualification(s) in mechanical automotive, building, or plumbing and approved handler's certificate</p> <p>Have experience, qualification or working towards a qualification in water/waste water management</p> <p>Experience in maintaining vehicle fleet, small plant, telecommunication equipment and/or roads</p> <p>Experience in management of infrastructure assets work programmes and/or management of local body services</p> <p>Qualified as a member of the industrial fire brigade (Aoraki only)</p> <p>Experienced in the use of data loggers</p>
Collaboration, relationship building, communication and interpersonal skills	<p>Ability to interact productively with a wide range of people</p> <p>Recognises importance of seeking and considering other perspectives</p> <p>Able to work effectively with peers to solve problems</p> <p>Gains trust easily and supports peers</p> <p>Demonstrates and fosters collaboration across teams</p>
Organisation contribution	Provides considered feedback and input to decision making

Capabilities Required	
	Identifies and suggests opportunities to do things differently Proactively seeks to understand organisational or wider context of own role
Delivering results	Plans and organises work to deliver on objectives High personal and professional standards and accuracy
Treaty Partnership	Understands where the Māori Crown relationship is important to DOC Able to use day-to-day tikanga at work, e.g. waiata and pepeha Knows to seek advice or support when required

You are required to comply with the standard operating requirements of DOC, i.e., you must comply with the financial, health and safety, legal, people and other delegations set out in Standard Operating Procedures, policies, and instructions (refer to the Intranet for further information).